

Mortgage Policy Amendment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request an amendment to my existing mortgage policy for the property located at [Property Address]. Below are the details of the proposed amendment:

- **Current Loan Number:** [Insert Loan Number]
- **Proposed Amendment:** [Describe the amendment in detail]
- **Effective Date:** [Proposed date for the amendment to take effect]

I believe that this amendment will provide mutual benefits and look forward to your feedback on this request. Please let me know if you require any additional information or documentation to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]